

MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE, ON THURSDAY 19 OCTOBER 2023

Present Councillors Hockenhull (stand-in Chair) Chisholm, Davies, Fernyhough, Fisher, Dolan, Hignett, Johnson, Speed, Warner, Worsley, and Williams.

In Attendance Colette Fellows, Clerk and Responsible Financial Officer

Action

95. It was **resolved that** apologies for absence from Councillor Browne, Marsh, McQuillan, and Taylor be accepted.

96. **Dispensation Requests**
No dispensation requests were made.

97. **Disclosures of Pecuniary and Personal Interests**
No disclosures were made.

98. **Minutes**
Resolved that the minutes of the Recess Meeting on 21st September 2023 were approved as a true record.

99. **Correspondence Miscellaneous**
a) A thank you letter has been received along with an invitation to Remembrance Sunday on the 12th of November at All Saints Church, the Clerk will advise the GTRBL who wishes to attend.

100. Information for Noting

- a) Cllrs Browne and Dolan attended a Planning briefing course on 6th Oct run by ChALC. At a cost of £60
- b) The equipment for the Parish Wardens has been purchased at a cost of £2,527+vat. Please note agenda point 2023/89.2 for authorisation (budget was £3k+vat).
- c) The Parish Wardens attended a two-day Chainsaw course and were accompanied by a volunteer from Thelwall Mens Shed group, volunteers at the Walled Garden were also asked. At a cost of £670+vat.
- d) A GYCA liaison meeting has been set up to discuss requests made by the Trustees. The meeting will be held on 25th October.
- e) The Neighbourhood Plan Working Party has had two meetings and a further meeting was held on the 19th October.
- f) Microsoft 365 Business Basic will increase the tariff from 20th October 2023. The costs increase is 40p per licence and we have 19 licences. This will be a total of £7.60 per month.
- g) Npower has confirmed that the cost of the electricity for Christmas lights was incorrect and a refund of £361.70 is due to the Parish Council.
- h) Councillor Contact information update will be emailed to all Councillors before the meeting.

101. Update on Actions from Previous Meetings

minute Item	Action Point	Lead	Status	Update
2023-16	Parish Council Website	CW/Clerk	ongoing	A Prototype has been shared with Cllr Worsley and the Clerk. Adjustments

				have been made and returned to the Website Company.
2023-88	Governance	Clerk	complete	Gifts and Hospitality policy adopted and now on the website.
2023-89.1	Environmental Improvements	Clerk	complete	Chainsaw training for Parish Wardens completed.
2023-89.2	Environmental improvements	Clerk	complete	All Equipment purchased as agreed

102. Update on Local Policing Issues by PCSO Sharon Perrie

The PCSO Sharon Perrie was unable to attend but emailed the report prior to the meeting with the most recent crime statistics:

Anti-Social Behaviour Incidents	= 2
Suspicious Activity	= 0
Burglary	= 2
Criminal Damage	= 2
Road Traffic Collisions	= 0
Shoplifting	= 1
Theft	= 1

Any Other Business

Priorities The PCSO is to be trained on a recordable SID, data collected will be shared with the Speed Watch Working Group.

ASB – Male in vehicle stop searched - admitted to smoking cannabis, male arrested and car seized.

School Parking – PC Austin and PCSO Perrie attended schools, nothing changes.

Tru Cam – Thelwall New Rd 4 activations, Knutsford Rd 12 activations, and Chester Rd 2 activations.

BE AWARE – Increase in door-to-door salespeople, mainly pretending to be reformed, especially in the Walton and Appleton area.

GOOD NEWS/PRO ACTIVE POLICING – Stop searches around G&T - Knutsford Rd, Male arrested for drug driving.

103. Expenditure to Date

The 'on target' expenditure for October (month 7) was 58%.

- Parish Council expenditure was running at 50%
- Walled Garden expenditure was running at 50%
- The overall figure was 50%
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104. Accounts for Payment

It was **resolved that** the accounts for payment totalling £28,255.83 be approved.

104.1 The Clerk in conjunction with the Chair would like it noted that Equipment (paint and materials) for the Community Payback team for the Grappenhall Heys Estate Railings, was purchased at a cost of £781.81+vat.

(Under Financial Regulations Section 3.1 'Budgetary Control' The Clerk in conjunction with the Chairperson can authorise up to £1k).

Retrospective approval is required under LGA 1972 S101. **Resolved to accept.**

104.2 Petty Cash expenditure for April to September has been checked and verified by Cllr Fisher. Totals will be presented at the November meeting to accept.

105. External Audit

The Clerk/RFO was pleased to report that the External Audit had been concluded by PKF Littlejohn and reported that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion, the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. For noting

The External Auditors Report and Certificate 2022/23 is available on the Website.

106. Requests for Financial Assistance

A request for financial assistance had been received from Grappenhall Cricket Club to help towards the cost of replacing the existing cricket net practice area, which is around £60k-£80k. It was **resolved that** when fundraising has reached £30k, the Parish Council will donate £5k. The Clerk/RFO will earmark funds at the end of this financial year out of the Grants/Sec 137 budget.

CF

107. Parish Warden Vehicle

107.1 The Parish Warden vehicle is due to be renewed in December 2023. The Clerk has contacted the supplier Vic Young to explore the possibility of replacing the current vehicle with an electric vehicle. The cost to change would be £819+vat for a 4-year contract or £719+vat for a 5-year contract. The current contract is £357.31+vat, which can be extended at no extra cost. The current mileage is 7,220 (over 32 months). Members **resolved that** more options should be explored, can we buy or what are other options, Cllr Worsley will investigate and report back to members. **CW**

107.2 The vehicle was serviced in October and found to need some repairs, all maintenance repairs will be covered by the contract with Vic Young, but accidental damage of which there is £999.07+vat (new front bumper and NSF arch Liner and undertray is also broken) is to be covered by the Parish Council. The Clerk will approach the insurance company to see if this is covered (there is a £400 total excess, and a protected no-claims policy is not operative). If the damage is not insured, would members consider the repair costs? It was **resolved that** the repairs should be made. The Clerk has contacted and reported the damage and awaits to hear back if the claim has been successful. **CF**

108. Electrical Repairs to the Parish Council Offices

The lighting in the office area at times is intermittent, due to the age of the fittings. The Clerk has had the lighting examined in the offices, kitchen area, and hall/landing and it is very outdated and expensive to run. The Clerk has received a quote to change the lighting to LED fittings at a cost of £525+vat for 5 new fittings, a 3-year warranty and labour. It was resolved that the repairs be carried out. **CF**

109. South Warrington Parish Local Plan Working Group

There were no members of the SWP group to give an update on the latest activity.

109.2 The Clerk has received an invoice from the SWP working party for costs incurred during the Local Plan Hearing in July the cost for the Barrister Piers Riley-Thomas (Kings Chambers) was £3,000 and John Groves (Groves Town Planning) was £750. Grappenhall and Thelwall Parish Council pay 30.89% based on the 2023/24 precept. Total to pay £1158.29. It **was resolved** to accept the charges. **CF**

110. Neighbourhood Plan Working Group

Cllr Chisholm updated members on progress being made by the Working Party. A meeting is being arranged with David Acton, Senior Planning Officer at WBC at the Parish Council Offices for early November. Once this meeting has taken place, the Working Party will proceed with the next steps toward forming a Steering Group with the residents of both Grappenhall and Thelwall. This will present itself in the form of actual meetings/leaflet drops and online forums.

111. Parks and Open Spaces Committee

Cllr Speed invited members to join the Committee. At present, there are only five members, and being quorate for Committee meetings is becoming problematic. It was **resolved that** the following members Fernyhough, Davies, and Dolan be substitutes if needed when members of this Committee are unable to attend. **BD**

112. Consideration of Planning Applications

The recent planning applications were considered (see attached report).